

SUPPLEMENTAL EXPERIENCE STATEMENT**TOOLROOM MECHANIC, WG-4840-9**

This application will be used to fill career/career-conditional, seasonal, term and temporary positions. Please identify the type(s) of employment you are available for:

- | | Yes | No |
|--|-------|-------|
| 1. Full-time employment? | _____ | _____ |
| 2. Seasonal employment? (Usually guarantees work for part of the calendar year, i.e. 6 months) | _____ | _____ |
| 3. Term employment? | _____ | _____ |
| 4. Temporary employment? | _____ | _____ |
| 5. Lowest FWS grade you will accept: _____ | | |

TYPES OF EMPLOYMENT:**FULL-TIME EMPLOYMENT (CAREER/CAREER-CONDITIONAL):**

A person employed in the competitive service for other than temporary, term or indefinite employment is appointed as a career or career-conditional employee subject to a probationary period during the first year of service. Must serve 3 years of substantially continuous creditable service to become a career employee. Career/Career-Conditional employees are entitled to health and life insurance, Federal Employees Retirement Systems (FERS), and are eligible to apply for promotional opportunities.

SEASONAL EMPLOYMENT:

Seasonal employment is a permanent career/career-conditional appointment. Employees are hired on a work-as-needed basis during periods of heavy workload with a minimum service period of six months per year. Persons selected for seasonal positions may eventually convert to full-time work schedules. Seasonal employees are entitled to the same fringe benefits as permanent employees, i.e., health and life insurance, Federal Employees Retirement Systems (FERS), and are eligible to apply for promotional opportunities.

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Term employees are nonpermanent appointments set up for greater than one year, but not more than four years. Term appointments do not confer status. The first year of a term employee is a trial period. Term employees are subject to termination at any time during the trial period. Term employees are entitled to the same fringe benefits as permanent employees, i.e., health and life insurance, Federal Employees Retirement Systems (FERS), but are not eligible to apply for promotional opportunities.

TEMPORARY EMPLOYMENT:

Temporary employees serve under an initial appointment of one year or less, with the option of a one-year extension. Temporary employees are subject to termination at any time without use of adverse action or reduction-in-force procedures. A temporary appointment does not confer eligibility to be promoted or reassigned to other positions, or the ability to be noncompetitively converted to a career-conditional appointment. Temporary employees are ineligible for health benefits until they complete one year of currently continuous employment, then they may elect health benefits for which they will be charged the full premium. Temporary employees are not entitled to life insurance and retirement benefits.

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NOTE TO APPLICANTS: USE COLUMNS II AND III TO ANSWER QUESTIONS IN COLUMN I. YOU MAY USE ADDITIONAL SHEETS OF PLAN PAPER, IF NECESSARY.

COLUMN I	COLUMN II	COLUMN III
1. ABILITY TO DO THE WORK	() Check one answer	In this column, give examples, details, etc.
a. Are you capable of working and making decisions independently without supervisory assistance?	() YES () NO	
b. Must you have constant supervision to accomplish assigned tasks?	() YES () NO	
c. Do you usually have a co-worker where both of you help one another?	() YES () NO	
d. Must you have at least minimal supervision to accomplish assigned tasks?	() YES () NO	
e. Have you ever been consulted by co-workers when they were in doubt as to the technicalities of their assignments?	() YES () NO	
f. Can you carry out instructions after supervisor gives details?	() YES () NO	
g. Must you have at least normal supervision to accomplish tasks?	() YES () NO	
h. Are you capable of meeting deadlines while working under pressure?	() YES () NO	
i. Are you capable of figuring your own approach to a problem?	() YES () NO	
j. Do you perform routine tasks where same job is performed often enough to be an expert at it?	() YES () NO	

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Note: In the space provided in Column II-B, after each element listed in Column II-A, circle the number(s) of any statement(s) listed below that describe your ability, knowledge, experience or training.

1. Have no Knowledge
2. Have some knowledge.
3. Have thorough knowledge
4. Ability to apply knowledge with adequate supervision
5. Ability to apply knowledge without supervision
6. Have received training (In Column II-C, give dates, type, place, etc., of instructions received).
7. Have instructed (In Column II-C, give dates, place, and kind of instructions given)

COLUMN I	COLUMN II-A	COLUMN II-B	COLUMN II-C
2. WORK PRACTICES	ELEMENTS	Numbers refer to the statements above	In this column, give brief description or examples
	Keeping things neat, clean and in order	1 2 3 4 5 6 7	
	Accuracy in checking, counting, verifying, sorting	1 2 3 4 5 6 7	
	Keeping records, logs, inventories of items in toolrooms	1 2 3 4 5 6 7	
	Handling, storing, treating, and caring of toolroom items	1 2 3 4 5 6 7	
	Issuing and receiving tools and equipment	1 2 3 4 5 6 7	

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COLUMN I	COLUMN II-A	COLUMN II-B	COLUMN II-C
2. WORK PRACTICES (continued)	ELEMENTS	Numbers refer to the statements above	In this column, give brief description or examples
	Examining tools and equipment to detect damage or wear	1 2 3 4 5 6 7	
	Setting up and operating portable power tools	1 2 3 4 5 6 7	
	Setting up and operating standard test equipment	1 2 3 4 5 6 7	
	Setting up and operating specialized equipment	1 2 3 4 5 6 7	
	Repairing tools and equipment	1 2 3 4 5 6 7	
	Overhauling tools and equipment	1 2 3 4 5 6 7	
	Maintaining tools and equipment	1 2 3 4 5 6 7	
	Adjusting tools and equipment	1 2 3 4 5 6 7	
	Sharpening tools and equipment	1 2 3 4 5 6 7	
	Making reports and surveys	1 2 3 4 5 6 7	

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COLUMN I	COLUMN II-A	COLUMN II-B	COLUMN II-C
2. WORK PRACTICES (continued)	ELEMENTS	Numbers refer to the statements above	In this column, give brief description or examples
	Making arithmetic calculations	1 2 3 4 5 6 7	
	Having the knowledge and ability of working to tolerances as close as:	1 2 3 4 5 6 7	
	.001"	1 2 3 4 5 6 7	
	.002"	1 2 3 4 5 6 7	
	.005"	1 2 3 4 5 6 7	
	.010"	1 2 3 4 5 6 7	
	1/64"	1 2 3 4 5 6 7	

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Note: For each item listed in Column I (below), complete Column II. Then write the number and letter of each statement in Column III that describes your training and experience. ALSO, give examples of work you have done, tolerances involved, etc.

COLUMN I	COLUMN II	COLUMN III
2. ABILITY TO USE AND MAINTAIN TOOLS AND EQUIPMENT	Note job Number or item Number in SF-171 to which this refers	Write the number of each statement that describes your training and experience in using the items listed in Column I. Then for each number write the letter (A, B, C, or D), of any statement that describes the degree of supervision you need. <u>LEVEL OF TRAINING OR EXPERIENCE:</u> 1. Have never used 2. Have had training 3. Have used frequently 4. Have used occasionally 5. Am considered expert 6. Qualified instructor <u>DEGREE OF SUPERVISION</u> A. None B. Close C. Minimal D. Normal
a. Equipment (grinding, sharpening, etc.)		Write the number and letter of each statement that applies _____ Examples: (list equipment)
b. Tools (simple – hammer, screwdrivers, wrenches, pliers, etc.)		Write the number and letter of each statement that applies _____ Examples: (list tools)
c. Tools (electric, pneumatic, portable, etc.)		Write the number and letter of each statement that applies _____ Examples: (list tools)

2. Describe any experience or training you have had in the maintenance of the tools and equipment mentioned above.

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COLUMN I	COLUMN II	COLUMN III
4. ABILITY TO INTERPRET INSTRUCTIONS, ETC.	Check the answer which applies to you directly	Give examples, explanations, etc., in reference to the questions in Column I
a. Have you any knowledge of Mechanical Drawing principles? If answer is "YES", explain further in Column III. Examples: actual experience, formal education, trade school, etc.	() YES () NO	
b. Have you ever repaired a complex item which required strict adherence to Manufacturer's instruction manual? Give details in Column III, if answer is "YES"	() YES () NO	
c. Have you the ability to read and interpret technical information from manufacturer's instruction manuals, and repair accordingly? Give one or more examples in Column III, if answer is "YES"	() YES () NO	
d. Have you ever followed instructions given in a work order or technical data in specifications in order to accomplish assigned tasks? If answer is "YES", give examples in Column III	() YES () NO	
e. Have you any knowledge of supply catalogs and handbooks pertaining to tools and equipment kept in shop toolrooms? Explain further in Column III if answer is "YES".	() YES () NO	

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After completing the application and this form, look them over carefully to make sure that both have been signed and that you have answered every question. Be sure that you have given complete information about your experience. You cannot be given credit for work you do not tell us about.

STATEMENTS CONCERNING QUALIFICATIONS WILL BE VERIFIED. EXAGGERATIONS OR MISSTATEMENTS MAY BE CAUSE FOR YOUR DISQUALIFICATION OR LATER REMOVAL FROM SERVICE.

CERTIFICATION: I CERTIFY that all of the statements made in this application are true, complete, and correct to the best of my knowledge and belief and are made in good faith.

Signature of Applicant: _____ Date: _____